

Minutes of the Governing Council  
held on 14/12/2020 at conference  
Hall, Maharajas College, Ennakulam,  
at 10:30 A.M.

## AGENDA

1. Result Approval
2. Starting of New courses
3. Any other matter permitted by the chair

## Members present

1. Prof. P.K. Ravindran
2. Dr. Mathew George
3. Dr. Shajila Beeri
4. Dr. Vinodkumar Kallolickal
5. Dr. Sunish K.S
6. Dr. Sivakumar C
7. Dr. Prakasan-K.

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K.P. Subhar

1. The meeting approved the minutes of the previous governing council meeting.
2. The Controller of Examinations (CE) presented the results of II Semester PG (CSS) Examination- June 2020 (2019 admission), IV Semester UG (CBCSS) Examination- June 2020 (2018 admission), II Semester UG (CBCSS) Examination- June 2020 (2019 admission), V Semester UG (CBCSS) SAY Examination- November 2020 (2017 admission), VI Semester UG (CBCSS) SAY Examination- November 2020 (2017 admission) and the Governing Council approved the results for publication. The council meeting also resolved to approve the recommendations of the pass board.
3. The Governing Council meeting decided to invite application for admission to the newly sanctioned PG Programme (MSc Geology) with effect from 15-12-2020 and to constitute a Board of Studies for the same. The meeting approved the draft of the prospectus and notification of the PG Programme and also decided to follow the syllabus of MSc Geology of MG University.
4. The Controller of Examinations brought to the notice of the governing council the difficulty in readmitting students to PG programmes after 2019 since the PG programmes before 2019 admission comes under indirect grading system and after 2019 admission comes under direct grading regulation. The meeting decided that the old regulation stand can be treated along with supplementary during the conduct of examinations. It was also brought to the notice of the meeting that the pass percentage of students admitted to UG programmes after 2017 is 35% and before 2017 it was 40%. The meeting decided that the pass percentage of 35 % is applicable to the students readmitted after 2017 also. The meeting also decided that the students guilty of examination malpractices during V Semester and VI Semester UG examinations are not eligible to apply for SAY examinations of that academic year. The cancellation of examination in respect of students guilty of malpractice includes cancellation of practical and via-voce examinations, in addition to theory examinations.
5. The meeting resolved to approve the proposal received from NIC, Kochi for the extension of Online Admissions Portal support & Campus Suite project including Student Portal and Exam management portal for Controller of Examinations, subject to a satisfactory report from Controller of Examinations' Office.
6. The governing council decided to approve the request from the programme convenor, Dr. Vinodkumar Kallolikal in connection with the launching of the certificate programme in Intangible Heritage and Tourism (CPIHT) at Maharaja's College.
7. The meeting decided that the full-time research scholars should attend college from January 2021 onwards and hostel facilities cannot be arranged for the time being. The meeting also approved the PTA fee subscription of various research scholars.



8. The governing council meeting decided to recommend Dr. Prakasan K, Assistant Professor in Zoology as Joint Controller of Examinations, Ms. Subida M.D, Assistant Professor in Islamic History and Georgekutty Cherian, Assistant Professor in Economics as the Deputy Controllers of Examinations.
9. Other matters were deferred to the next meeting.

Minutes of the Governing Council  
held on 12/02/2021 at VIP lounge,  
Mahalaya's College, Ernakulam.

### Agenda

1. NAAC Visit
2. Any other matter permitted by the chair

### Members Present

1. Dr. N. Ramakrishnan
2. Dr. Mathew George
3. Dr. M. S. Murali
4. Dr. Suga TV.
5. Dr. Jolly K. Anthony

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**Minutes of the Governing Council Meeting of Maharaja's College, Ernakulam held in the VIP Lounge on 12<sup>th</sup> February 2021 at 10.30. a.m.**

**Agenda**

1. NAAC Visit on 25-26 February 2021
2. Review of the ongoing development activities of the college
3. Inauguration of the Academic Block and Library Complex
4. Review of the preparatory activities of the NAAC visit
5. Foundation stone laying ceremony of the college auditorium
6. Any other matter permitted by the chair.

**Present**

1. Dr. N. Ramakanthan (Chairman )
2. Dr. Mathew George (Member Secretary/ Principal)
3. Dr. M.S. Murali, Member
4. Dr. Suja T.V., Member
5. Dr. Jolly V. Antony., Member

**Discussions and Decisions**

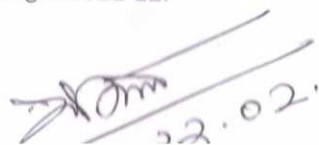
**Agenda -1 and 4**

1. The Principal presented a report on the preparatory activities for the NAAC Peer Team Visit on February 25-26. Principal explained about the funds earmarked for various activities in connection with strengthening the physical facilities and academic activities as mentioned in the SSR and for the beautification of the college buildings and its premises. The college was able to mobilize funds from various sources, such as, Rs. 9 .00 lakhs from Plan fund, Rs. 5.00 lakhs from PTA, Rs.10.00 lakhs from CDC. In addition to these, it is expected that Rs. 10.00 lakhs from the KSFE and Rs. 10.00 lakhs from the Cochin Ship Yard will have to get for the development of the college. In order to undertake the preparatory work as part of the NAAC visit, the college has given Rs. 10,000 to each department from the PTA fund and an additional support of Rs. 15,000 for all science departments. DCE has also sanctioned Rs 7.2 lakhs for the beautification of the college for the coming three years. The cleaning of the college and its premises is progressing done on war footing.

2. It was resolved that the Chairman of the Governing Council has a pivotal role during the time of the NAAC Visit and therefore, he has to actively take part in the deliberations right from the pre-visit day meeting with the NAAC Peer Team along with the Principal, IQAC Co-ordinator and NAAC Co-ordinator.

**Agenda - 2**

3. The Principal presented a brief report on the major developmental activities of the college such as, construction of the Academic Block and Library Complex and the construction of the new auditorium. The meeting decided to prepare a detailed plan for the year 2021-22 in tune with the development perspective and major budget proposals for higher education in the Kerala Budget 2021-22.

  
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### Agenda -3

4. Dr. M.S. Murali presented the details of the preparation for the inauguration of the Academic Block and Library Building on 16 of the February, 2021. It was decided that the foundation stone laying ceremony of the College Auditorium shall also be included along with the inaugural function on 16<sup>th</sup> February by the Honorable Chief Minister of Kerala. It was also resolved to invite Dr.Thomas Issac, Finance Minister of Kerala in the inaugural function and foundation stone laying function.

### Agenda- 5

5. The meeting resolved to conduct the foundation stone laying ceremony of the college auditorium along with the inauguration of the Academic Block and Library Complex on 16<sup>th</sup> February by the Honorable Chief Minister of Kerala. The meeting decided to direct the KITCO authorities to accelerate the demolition of the existing auditorium and to do the ground clearance to facilitate the foundation laying ceremony of the new auditorium by the project implementing agency.

### Other Items

#### Agenda -6 : Constituting Sub-Committees of the Governing Council

6. There meeting resolved to constitute three sub committees of the Governing Council for its effective functioning, such as, the Finance Committee, the Examination Committee and the Development and Maintenance Committee. The Finance sub- committee will have Dr. M.S. Murali as convenor and Dr. Suresh.V.N. (Department of Commerce), Dr.Sunish K.S. (Department of Zoology), Dr. A.K. Bindhu (Department of Hindi) and Mr. Sabareesan A. P.( Junior Superintendent) as members. The Examination sub- committee will have Dr. Jolly V. Antony as convenor and Sri. Robin Francis (Department of Physics), Dr. Julia David (Department of Malayalam) , Dr.Anitha. P.L.(Department of Hindi) and Sabu Mukundan (Head Accountant) as members. The Development and Maintenance sub -committee will have Dr. Suja T.V. will as the convenor. The members of this sub- committee will be decided in the next meeting. The Principal/ Member Secretary will have to issue the proceedings of the sub-committee and the convenors of the sub-committees concerned shall convene its meeting.

#### Agenda – 7: Approval of the Examination Results

7. The Controller of Examinations presented the results of the Covid -19 re-examination with a detailed data. After a detailed scrutiny the result of various examinations conducted by the college was passed by the Governing Council. The Governing Council recorded a mark of appreciation to the Controller of Examination and his entire team for publishing the result within 20 days of the completion of exams. After a detailed scrutiny, the result was passed with the following directions;

(a) A performance evaluation meeting with the teachers of all the departments shall be convened in the first week of March, 2021 attended by the Governing Council Chairman and Members.

(b) The Departments with less than 60% pass percentage in the UG level and less than 85% in the PG level shall take an in-depth review of the poor academic performance and low

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grades of students and take corrective measures to improve the results in the coming examinations.

8. The examinations of UG and PG (2020 admission) regular students shall be conducted according to the regulations of the Mahatma Gandhi University.
9. The meeting has given sanction for fixing of grills for Store Room and Question Paper Printing Room of the CE office by utilizing the examination fund based on the request of the Controller of Examinations.
10. The Controller of Examinations has reported the disparity issue of awarding grace marks to differently abled students. The meeting has decided that the newly constituted examination sub-committee of the Governing Council will have to examine the matter and place a detailed report before the next Governing Council meeting.

#### **Agenda-8 : Reallocation of Hostels**

11. The Principal has reported there is a demand on the part of students to allot the new hostel under construction for girl students. He has also reported that a separate building as an annex with few rooms is sufficient to accommodate 20 transgender students. In future the existing Ladies' Hostel shall be provided for the Research Scholars. The proposal was accepted in principle by the Governing Council. The details of hostel accommodation of students will have to be taken latter.

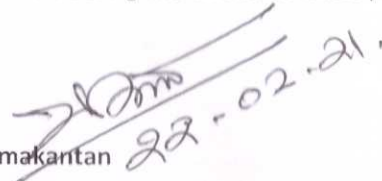
#### **Agenda-9 : Exempting Governing Council Members from Examination Related Duties**

12. The meeting has decided to exempt Governing Council members from the examination related duties of the college.
13. Having taken charge as the Governing Council Member, Dr. Jolly V. Antony shall be relieved of his duties as the Deputy Controller of Examinations

#### **Agenda – 10 : Allocation of Office Facilities for the Governing Council**

14. The meeting has decided to provide the VIP Lounge and the adjacent room specifically modernized and furnished with the autonomy fund resultant to the autonomous status for the exclusive use of the Governing Council Chairman and the functioning of the Governing Council. Immediately after the visit of the NAAC Peer Team visit, a separate room shall be allotted to the IQAC functioning and all the IQAC records will have to be shifted from the VIP Lounge and adjacent room.

The meeting has ended at 12.30 p.m.

  
Dr.N.Ramakantan  
Chairman, Governing Council

Dr.Mathew George  
Member Secretary

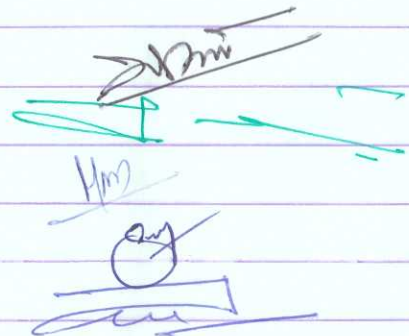
Minutes of the Governing Council  
held on 15/03/2021 at VIP lounge  
Maharaja's College, Ettimkulam.

### Agenda

1. Review of the NAAC Peer Team visit and the follow up action.
2. Nomination of four Associate Professors to the Academic Council.
3. Any other matter permitted by the Chair.

### Members Present

1. Dr. N. Ramakanthan
2. Dr. Mathew George
3. Dr. M.S. Murali
4. Dr. Siva T.V.
5. Dr. Jolly V. Antony





## **Minutes of the Governing Body Meeting of Maharaja's College (Autonomous) Ernakulam held in the VIP Lounge on 15<sup>th</sup> March 2021 at 11 a.m.**

### **Agenda**

1. Review of the NAAC Peer Team visit and the follow up action.
2. Nomination of four Associate Professors to the Academic Council.
3. Any other matter permitted by the chair.

### **Present**

1. Dr. N. Ramakantan (Chairman)
2. Dr. Mathew George (Member Secretary/ Principal)
3. Sri.R. Vijayakumar, Adl. Secretary, Higher Education Department, GoK.(Online participation)
4. Dr. M.S. Murali, Member
5. Dr. Suja T.V., Member
6. Dr. Jolly V. Antony., Member

### **Discussions and Decisions**

#### **1. Approval of the minutes of the previous meeting**

The Member Secretary (Principal) expressed difference of opinion regarding the decision on the minutes of agenda No. 9 which exempted Governing Body members from examination related duties. He has stated that this decision to exempt three teachers as Governing Body members from the examination related duties will adversely affect the smooth conduct of examinations and all the teachers should carry out examination related duties. The Chairman of the Governing Body very well explained the rationale of the Governing Body decision to exempt the members of the Governing Body from examination related duties, since the Governing Body is acting as the highest executive body including, to hear appeals related to complaints of students related to examinations. Therefore, the meeting decided to approve the minutes of the decision of the previous meeting to exempt the members of the Governing Body from examination related duties and responsibilities.

The member secretary (Principal) also expressed his difference of opinion regarding the source of funds expended for the modernization and furnishing of the VIP Lounge and adjacent room. He has stated that the funds used for the same was not autonomy fund, but CDC fund. The Chairman of the Governing Body clarified that whatever may be the source of fund used for the same, the fund of the college is public fund and the argument has no rational justification. Therefore, it is decided that the adjacent room of the VIP Lounge and the conference room shall be earmarked for the official use of the Chairman of the Governing Body and the VIP Lounge shall be used as the Board Room of the college for the conduct of important meetings.

#### **2. Action taken report on the decisions of the previous meeting**

2.1. The Principal reported that the entire staff members have extended their support in the preparatory work for the NAAC Peer Team visit and during the period of the visit of the NAAC Team.

The NAAC Peer Team members marked their appreciation for organizing the visit in a well co-ordinated manner, including the IQAC team. He has reported that the DCE has sought a report of the visit and has directed for exploring the possibility of a revisit of the NAAC to attain A++ after enhancing the academic performance of the institution so as to fulfill all the assessment criteria. The Principal has also reported that he had asked the IQAC co-ordinator to submit a detailed report on the NAAC Peer Team visit and their assessment on or before 22 March, 2021.

2.2. There is no progress on the preparation of a detailed plan for the year 2021-22 in tune with the developmental priorities and budget proposals for the Higher Education Department during the year 2021-22. It shall be seriously discussed and resolved in the next Governing Body meeting.

### **3. Nomination of Associate Professors to the Academic Council**

The agenda is deferred to the next meeting of the Governing Body

### **4. Other Items**

#### **4.1. Follow up Action on the Accreditation and Assessment Report of NAAC Peer Team**

The Governing Body meeting examined the possibility of filing the Intent for Appeal against the assessment of the NAAC Peer Team. The Member Secretary/ Principal has reported to the Governing Body meeting that the meeting of the College Council has not yet been convened and discussed the matter and no further decision has been taken regarding the issue of filing appeal. Therefore, the GB meeting decided to invite the IQAC co-ordinator and the NAAC visit coordinator to the GB meeting of and hear their views on the valid grounds for filing the appeal to the NAAC. The IQAC co-ordinator firmly expressed the view that there is no valid points in filing an application for appeal, since the college did not have sufficient grounds to put up a valid argument as grievance against the NAAC Peer Team Report. The NAAC co-ordinator expressed the view that the data furnished in the SSR have not been captured properly by the NAAC team and there is possibility for going for appeal. But the points presented by the NAAC co-ordinator do not possess valid justifications. Therefore, the Governing Body meeting has decided not to file the Intent for Appeal.

The college should give special focus on improving the quality of research, collaborations with other institutions and organizations, innovations in teaching and learning and strengthen the extension activities with a community centric approach. Every possible steps should be taken for enhancing the quality of our performance in the years to come and then go for re – assessment and accreditation by the NAAC.

#### **4.2. Filling up of Temporary Staff**

Soon after the election to the State Legislative Assembly, interview should be conducted to the various temporary posts already notified and invited applications. Appointments should be made by April 30 2021. The existing staff will continue in their respective offices until April 30<sup>th</sup> 2021 or the date on which the new appointments are to be made, whichever is earlier. They should be paid the salary from 20 February, 2021 till the date of termination of their job, as per their appointment. It has been decided that they shall continue in the present posts with effect from 20 February, 2021 until 2021 April 30<sup>th</sup> or a new person gets appointed to the same office position, whichever is earlier.

#### **4.3. Meeting of the Representatives of Research Students**

The Chairman of the Governing Body has reported that the representatives of the research students have given a memorandum on their problems in the college and requested to resolve these issues.



Therefore, the meeting has decided to convene a joint meeting of the representatives of research students and the research committee in the first or second week of April, 2021.

1. Since the Academic calendar and Exam calendar are approved by the Governing Body, a change in the exam schedule should be consulted with the governing body. The Controller of Examinations will have to discuss the matter with the principal, who in turn must consult with the Governing Council.
2. The Governing Body meeting has decided to convene a meeting of the IQAC of the college to discuss and develop a long term strategy for enhancing the quality of academic performance based on the report of the NAAC Peer Team in the 1<sup>st</sup> or second week of April 2021.
3. The Governing Body meeting has decided to postpone the 1<sup>st</sup> PG examinations. The 1<sup>st</sup> PG students requested to postpone their examinations and pointed out that some of the portions have not yet completed by the teachers concerned. In this context, after examining the reasons for postponing first semester UG examinations, the Governing Body meeting has observed that the same was seen to be a concern for PG students as well. Therefore, it is decided to postpone 1<sup>st</sup> semester PG examinations scheduled to begin on 16<sup>th</sup> March 2021. The Governing Body directed the Controller of Examinations to re-schedule the 1<sup>st</sup> semester UG and 1<sup>st</sup> semester PG examinations to the 3<sup>rd</sup> week of April 2021.
4. In place of one vacancy arisen among Deputy Controllers of Examinations, the Governing Body has decided to appoint Dr. A. K. Bindu, Department of Hindi with immediate effect.
5. The meeting has decided to request the Government of Kerala to nominate one representative of the Higher Education Council, to request the Mahatma Gandhi University to nominate one representative and to request the University Grants Commission (UGC) to nominate one member to the Governing Body.
6. The Chairman of the Governing Body explained the details of the University Laws (Amendment ) (No.2) Ordinance 2021 and the changes stipulated by the ordinance on Governing Body functioning. It is suggested that the draft minutes of the meeting will be prepared by the Chairman and communicate to the members within ten days and the Governing Body members are entitled to suggest modification on the draft minutes within ten days. The Chairman shall examine and take appropriate decision thereon, and communicate the finalized minutes to all members. (As per 68 L of the University Laws).

The meeting came to an end at 1 p.m.

**Dr.N.Ramakantan**

Chairman, Governing Council

Maharaja's College,


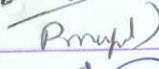

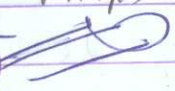
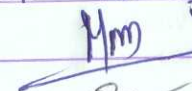
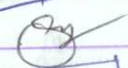

Minutes of the Governing ~~Board~~ Body meeting held on 13/04/2021 at VIP Lounge, Mahalek's College, Ramat Gan.

### Agenda

1. Approval of the minutes of the previous meeting held on 15<sup>th</sup> March 2021.
2. Action taken report of the previous meeting.
3. Approval of the Annual Plan and Budget proposal for the year 2021-22.
4. Finalization and approval of the Academic year calendar 2021-22.
5. Constituting the Finance Committee of the college.
6. Constituting the External peer Team for the IQAC.
7. Updating the website of the college with all mandatory disclosure of information.
8. Starting of new courses and programmes for the college during the academic year 2021-22.
9. Setting up of academic quality standards and benchmarks for quality improvement in teaching and learning and evaluation based on the NAAC accreditation and assessment.
10. Review of the progress of completion of the Academic Block and Library Block.
11. Review of the Progress of the construction of the College Auditorium.
12. Scheduling of the joint meeting of the Governing Body and important Statutory Committee like Academic Council, IQAC and Research Committee etc.
13. Other items permitted by the chairman.



Present

1. Dr. N. Rameshtham (Chairman) 
2. Dr. Mathew George (Member Secretary  Pmupl) 
3. Prof. Suresh Mathew, Sec, M.G. University 
4. Dr. M.S. MURALI 
5. Dr. Suya IV. 
6. Dr. Jolly V. Anilam 

**Minutes of the Governing Body Meeting of Maharaja's College (Autonomous), Ernakulam held in the VIP Lounge on the 13<sup>th</sup> of April 2021 at 10.30 a.m.**

**I. Agenda**

1. Approval of the minutes of the previous meeting held on 15<sup>th</sup> March 2021.
2. Action taken report of the previous meetings
3. Approval of the Annual Plan and Budget proposal for the year 2021-22
4. Finalization and approval of the Academic Calendar 2021-22
5. Constituting the Finance Committee of the college
6. Constituting the External Peer Team for the IQAC
7. Updating the website of the college with all mandatory disclosure of information
8. Starting of new courses and programmes for the college during the academic year 2021-22
9. Setting up of academic quality standards and benchmarks for quality improvement in teaching and learning and evaluation based on the NAAC accreditation and assessment
10. Review of the progress of completion of the Academic Block and Library Block
11. Review of the progress of the construction of the College Auditorium
12. Scheduling of the joint meeting of the Governing Body and important Statutory Committees like, Academic Council, IQAC and Research Committee etc.
13. Other items permitted by the Chairman.

**II. Present**

1. Dr. N. Ramakantan (Chairman)
2. Dr. Mathew George (Member Secretary/ Principal)
3. Dr. Suresh Mathew (University representative)
4. Dr. M.S. Murali, Member
5. Dr. Suja T.V., Member
6. Dr. Jolly V. Antony., Member

**III. Discussions and Decisions**

**1. Approval of the minutes of the previous meeting held on 15<sup>th</sup> March 2021.**

Since no GB member has come up with any written expressions of difference of opinion within ten days of circulation of the draft minutes, the minutes of the previous GB meeting is approved.

**2. Action taken report on the decisions of the previous meeting.**

2.1 The Principal reported that the conference room of the VIP Lounge can be taken over by the Governing Body meetings. The adjacent cabin room contains several documents and files related to the IQAC. Immediate action may be taken to shift the files and other documents of the IQAC to another room and it shall be handed over to the office chamber of the chairman of the Governing Body.



2.2. The IQAC Co ordinator has not yet submitted the detailed report of the NAAC Peer Team visit. Therefore, the Member Secretary has failed to implement the decision of the previous GB meeting to present the said report to the GB meeting and circulate to the GB members.

2.4. The Member Secretary/ Principal reported that the interview for filling up of temporary staff for examination related work has not been conducted and it shall be conducted in the first week of May 2021.

2.5 The Member Secretary / Principal reported that he has scheduled to convene a meeting of the entire Research Scholars on 16<sup>th</sup> of April 2021, after which he will convene the joint meeting of the representatives of the research students and Research Committee members as decided by the Governing Body.

Based on the presentation of the Action Taken Report by the Member Secretary/Principal, the GB gave the following directions to the Member Secretary/ Principal;

- a. Even after the completion of forty five days of the NAAC Peer Team visit and more than 30 days after the decision of the GB meeting to present a detailed report on the NAAC Peer Team visit and to prepare a way forward strategy to enhance the academic performance of the college, no action has been taken in this regard by the Principal. This is a serious lapse on the part of the Head of the Institution. Therefore, the report of the IQAC Co-ordinator on the NAAC Peer Team visit and a follow up strategy should be collected and submitted before the GB by the Principal in the next meeting without any lapse.
- b. The decisions of the Governing Body meetings are not implemented by the Member Secretary/Principal on time. The Governing Body meeting had resolved to appoint the Joint Controller of Examination and Deputy Controllers of Examinations. Even after completing several months, the official proceedings of such appointments have not been issued by the Member Secretary/ Principal. This is a deliberate negligence on the part of the Head of the Institution. Therefore, the GB meeting condemn this negligence and direct the Member Secretary/Principal to issue the appointment orders to the Joint Controller and Deputy controllers of Examination immediately.
- c. There is an inordinate delay in the selection and appointment of temporary staff of the examination wing of the college. There should not be any lag in the appointment of the temporary staff and a transparent and fair procedure should be followed to short list the applications and in the selection process. Therefore, the committee constituted for this purpose should activate its steps urgently and place the staff at the earliest.
- d. Even after repeated direction on the part of the Chairman and members of the GB to circulate the detailed agenda note for facilitating discussions and decisions, the Member Secretary/Principal failed to prepare and circulate the same. Therefore, the GB meeting marked strong dissent against the inaction on the part of the Member Secretary/ Principal. Hence, the GB meeting directed the Member Secretary/ Principal to prepare and circulate the detailed agenda note to the GB members along with the meeting notice.
- e. The GB meeting held on 12-02-21 had resolved to set up the office chamber for the Chairman of the GB in the adjacent room of the VIP Lounge and the name

board in front of that room. The Member Secretary/Principal has not yet implemented the decision even after two months. Therefore, the GB meeting strongly condemn the inaction on the part of the Member Secretary/ Principal and direct him to set up the office chamber of the Chairman of the GB and the name board in front of the adjacent room of the VIP Lounge immediately.

- f. The GB meeting held on 12-02-21 had decided to constitute three sub-committees to facilitate the functioning of the Governing Body. The official proceedings has not been issued by the Member Secretary/Principal. Therefore, The GB meeting direct the Member Secretary/Principal to issue the proceedings of such sub-committees with immediate effect.

### **3. Approval of the Annual Plan and Budget proposal for the year 2021-22**

The Governing Body meeting held on 15-03-21 had directed the Principal to prepare a draft plan proposal and budget estimate for the year 2021-22 in consultation with the Planning Committee of the college and the College Council. The Member Secretary failed to prepare the same and present before the GB meeting. The Member Secretary/ principal is directed to prepare a need-based and autonomy oriented Annual Plan and Budget proposal for 2021-22 abiding by the common interest of the college, get it approved by the Planning Committee and the College Council and then to put up before the Governing Body for approval immediately.

### **4. Finalization and approval of the Academic Calendar 2021-22.**

No action has been taken by the Member Secretary/ Principal to prepare the draft Academic Calendar for the year 2021-22. Therefore, this matter is deferred to the next meeting of the Governing Body.

### **5. Constituting the Finance Committee of the college**

A Finance Committee is constituted with the Principal as Chairman, Dr.M.S. Murali and Dr. Suja T.V. as representatives from the Governing Body, the Finance officer of MG University, and one faculty nominated by the Principal as members. The Principal is directed to nominate one senior most faculty member to this committee and report to the next GB meeting.

### **6. Constituting the External Peer Team for the IQAC**

The Governing Body decided to nominate Dr.Martin Patrick, a renowned academician as the Chairman of the External Peer Team of the IQAC. Two other experts for this Team shall be nominated by the Academic Council. The GB meeting entrusted the Principal/ Chairman of the Academic Council to nominate two academic experts to the External Peer Team for the IQAC in the next meeting.

### **7. Updating the website of the college with all mandatory disclosure of information**

The Governing Body entrusted the Member Secretary/ Principal to update the website of the college and to furnish all mandatory information. The GB meeting directed the Principal to give facilitative support to the teacher in charge of the website Smt. Jismary Jose for updating of all mandatory documents in the college website, including the minutes of the Governing Body meetings, Academic Council meetings, IQAC meetings, etc.



#### **8. Starting of new courses and programmes for the college during the academic year 2021-22**

A committee is constituted with Dr. Jolly V. Antony (Member, Governing Body), Dr. Krishnakumar K. (Convenor, Academic Council), Dr. Bindhu Sharmila T.K. (Convenor, Research Committee) and Dr. Sunilkumar S. Menon (Convenor, Planning Committee) for preparing the draft proposals for new courses in the next academic year. The said proposal shall be submitted to the next Governing Body meeting. The GB meeting directed the Principal to issue official proceedings of the committee and oversee the progress of its functioning. Focus should be given to new generation courses and short-term certificate courses for skill development and employment generation.

#### **9. Setting up of academic quality standards and benchmarks for quality improvement in teaching and learning and evaluation based on the NAAC accreditation and assessment**

The Governing Body shall convene a meeting with the IQAC team for a close discussion on this matter in the context of the NAAC Peer Team report and to formulate a strategy for improving the academic performance of the college. The GB meeting entrusted the Member Secretary/ Principal to convene the joint meeting of the GB and IQAC team in the second week of May and in consultation with the Chairman of the GB. An accelerated work on collaboration, innovation and start-ups have to be ensured as part of enhancing quality standards of the autonomous status.

#### **10. Review of the progress of completion of the Academic Block and Library Block**

The Principal reported to the GB that the connections of electricity and water are to be done essentially to the Academic Block and Library Block, and hence completion certificate has not been attained from the project management team, KITCO. The Governing Body meeting entrusted the Principal to monitor and complete the work of these two buildings and to ensure its functional utility in the beginning of the next academic year.

#### **11. Review of the progress of the construction of the College Auditorium**

The Principal reported that the demolition of the old building is finished and the piling work for the construction of the new building has commenced by the project management team, ULCS.

#### **12. Scheduling of the joint meeting of the Governing Body and important Statutory Committees like, Academic Council, IQAC and Research Committee etc.**

The GB meeting has entrusted the Principal to schedule the respective meetings in consultation with the Chairman of the GB and inform the Governing Body members as soon as possible. The draft agenda of such meetings will have to be discussed and finalized in consultation with the Chairman of the GB.

#### **13. Other items permitted by the Chairman.**

### **13.1 Request from Final year UG and PG Students to postpone exams**

Considering the students' grievances regarding the finishing of classes and sufficient study leave before the exams, the Sixth Semester UG and Fourth Semester PG exams are rescheduled to the effect that the first two exams of both batches stand postponed: Sixth Semester UG exams scheduled on 15<sup>th</sup> and 17<sup>th</sup> of April, 2021 shall be postponed to 27<sup>th</sup> and 29<sup>th</sup> of April respectively; Fourth Semester PG exams scheduled on 15<sup>th</sup> and 19<sup>th</sup> of April, 2021 shall be postponed to 7<sup>th</sup> and 10<sup>th</sup> of May, 2021 respectively.

### **13.2 Results approval**

The results of Fifth Semester UG and Third Semester PG regular/Supplementary exams are approved by the Governing Body, expressing strong regret and discontent at the non-submission of Third Semester PG Music examinations. The Governing Body directed the Principal to ask explanation to the Head of the Department concerned regarding this matter and report to the next GB meeting.

The meeting came to an end at 1.30 p.m.

**Dr. N. Ramakantan**

Chairman, Governing Body

Maharaja's (Government Autonomous) College,  
Ernakulam.

Ernakulam,  
19-04-21.



## **Minutes of the Governing Body Meeting of Maharaja's College (Autonomous), Ernakulam held in the Google Meet online platform on the 5<sup>th</sup> of June, 2021 at 11 a.m.**

### **I. Agenda**

1. Approval of the minutes of the previous meeting held on 13<sup>th</sup> April 2021.
2. Rescheduling of the final semester UG and PG examinations the conduct of examinations, valuation and, the announcement of results.
3. Approval of the decisions of the Academic Council.
4. Modifications in the existing Admission Regulations and Examination Regulations.
5. Approval of the Third Semester UG results
6. Approval of the Academic Calendar for the year 2021-22.
7. Other items permitted by the Chairman.

### **II. Present**

1. Dr. N. Ramakantan (Chairman)
2. Dr. Mathew George (Member Secretary/ Principal)
3. Sri. R. Vijayakumar, Addl. Secretary, Higher Education Department, GoK
4. Dr. Suresh Mathew (University Representative)
5. Dr. M.S. Murali, Member
6. Dr. T.V. Suja, Member
7. Dr. Jolly V. Antony., Member

### **III. Deliberations and Decisions**

1. Approval of the minutes of the previous GB meeting held on 13<sup>th</sup> April 2021.

Since no GB member has come up with any written expressions of difference of opinion or any suggestion for modification within ten days of circulation of the draft minutes, the minutes of the previous GB meeting is approved.

2. Rescheduling of the final semester UG and PG examinations, mode of conduct of examinations, valuation, and announcement of results.

The Principal presented the proposal for the conduct of final semester UG and PG examinations with two sets of tentative schedules, one to begin the examinations on the 15<sup>th</sup> of June, 2021 and the other to commence examinations on the 21<sup>st</sup> of June, 2021. He reported that it would be convenient to choose the second time schedule as the CE office will get sufficient time for preparations to ensure the smooth conduct of examinations. He also added that according to the present pandemic situation, off-campus centers are arranged, one in every district in Kerala for the convenience of students. Their data about the choice of centers is collected via google forms and ample arrangements and consolidation of the list of students are made by the CE office. The GB approved of the second time schedule to commence the examinations by prescribing the following suggestions:

- a. Students hailing from Lakshadweep should be given a chance along with the SAY examinations under the current circumstances and considered as the first chance.
- b. Along with that, those students who cannot appear in the examinations due to become Covid positive, or in the containment zone, should be given the opportunity to write the examination along with the SAY examinations, provided they submit valid proof regarding their inability to attend the scheduled examinations.
- c. Teachers in charge of conducting examinations in the off-campus centers should be fully responsible for the smooth conduct of examinations. The Permissible amount of T.A. and D.A. of these teachers shall be met from the CE fund.
- d. Strict maintenance of Covid protocol issued by the Govt. of Kerala and the University should be ensured in the College campus, and in the off-campus examination centers, when the faculty and students arrive in the college or other centers for examinations.
- e. All Government regulations timely issued regarding the conduct of examinations should be strictly adhered to, in the college.
- f. If any situation arises demanding the postponement of any examination, the Principal should consult with the GB chairman in advance and suitable decisions shall be taken.

### **3. Approval of the Academic Council Decisions.**

- 3.1 The change in the question paper pattern in the wake of the Covid pandemic situation as directed and the orders issued by the parent university will have to be considered by the Department level Board of Studies meetings.
- 3.2 It is found that the Board of Studies constituted for the Integrated Archaeology and Material Science course and approved by the Academic Council has not followed the provisions of the University Laws (Amendment) Ordinance, 2021. Hence the Governing Body meeting directed the Principal to nominate two Board of Studies members by the Academic Council for the same, following the provisions of the University Laws at the earliest. The names of the two members nominated by the Academic Council to the Board of Studies of the Integrated Archaeology course shall be presented in the next GB meeting.
- 3.3 The Governing Body members pointed out the anomaly of forming a subcommittee by the Academic Council consisting of Academic Council members in connection with the purchase of the question bank software. In case of purchase of software for the same, it should be a Technical Committee consisting of technical experts having proven expertise in software-related matters. The Governing Body meeting directed the Principal to observe all the provisions of the Procurement Rules of the Government of Kerala in the purchase of software for the question bank. It is also directed that the details of the proposed purchase of the question bank software including its cost, source of fund, and its functional use shall be presented before the Finance Committee and the Governing Body for approval.
- 3.4 The Governing Body members reminded that the efficient and continuous functioning of the IQAC is pertinent for the comprehensive academic development of the College and expressed apprehension in the failure of the IQAC to prepare and submit a detailed report on the NAAC peer team visit and their major observations along with the suggestions of the IQAC for achieving further academic improvement. Therefore, the GB meeting directed the Principal to take appropriate action to prepare such a report of the IQAC and present it in the next GB meeting.



#### **4. Modifications in the existing Admission Regulations and Examination Regulations**

The Principal suggested some modifications in the existing Admission Regulations and Examination Regulations of the college. The Governing Body meeting directed the Principal to discuss the same in the Academic Council meeting and place before the GB meeting only with the approval of the Academic Council. Therefore, this agenda is deferred to the next GB meeting for want of recommendations from the Academic Council.

#### **5. Approval of Third Semester UG Results**

The Governing Body meeting approved the 3<sup>rd</sup> Semester UG results with the following comments. There is a decline in academic progress and it is visible in the results of various departments. It is observed that seven departments have less than 50% results, whereas two departments have results in between 50% and 60%, and six departments have results in between 60% and 70%. Only one department has attained a result of above 70%. In the wake of this poor performance in the results and the online mode of classes, the GB meeting suggested the following points:

- The Principal shall monitor the attendance of students in the online classes and prepare a detailed report on the participation of students in the online classes;
- The Principal shall assess the performance of class tutors to providing tutorial and mentoring support to students in the online mode learning and the level of their academic achievements;
- The Principal in consultation with the class tutors will have to collect data on the accessibility of smartphones, connectivity problems and lack of gadget assistance of the students and to address these issues immediately with the support of teachers and other stakeholders of the college.

The issues of the departments with very poor results should be urgently addressed and a separate meeting of the Heads of Departments, chaired by the Chairman, Governing Body and attended by the GB members of the college shall be convened immediately after the lockdown days. Those departments having less than 60 % results may be invited to this result assessment meeting.

#### **6. Approval of the Academic Calendar for the year 2021-22.**

The Member Secretary/ Principal presented the draft Academic Calendar for the year 2021-22 for approval of the GB meeting. The GB members discussed the same and suggested the following points;

- The draft Academic Calendar prepared and presented for the year 2021-22 is not comprehensive and doesn't cover all the academic activities of the college.
- It should include the date of internal examinations of each semester of UG and PG courses. The first internal examination shall be scheduled after covering 40 percent of the syllabus and the second internal examination shall be conducted after covering 80 percent of the syllabus and the final examination of each semester shall be conducted after covering the remaining 20 percent of the syllabus.
- Date of commencement of 1 -year UG classes shall be preponed.

- The dates scheduled for the commencement of third-semester UG and PG classes are unrealistic.

The GB suggested that the concerned committee for the preparation of the Academic Calendar may be enlarged with more members and a full-fledged, comprehensive, and realistic Academic Calendar for the year 2021-22 shall be prepared and submitted in the next GB meeting.

#### **7. Other items permitted by the Chairman**

##### **7.1. Undermine the decisions of the Governing Body and inordinate delay in issuing office orders**

The issue of inaction on the decisions of the GB meeting and the failure on the part of the Member Secretary/Principal is raised by the GB members and discussed in detail. The Principal explained that the delay in issuing office orders for appointing the examination team was due to the delay in getting the Appointment order of the Controller of Examinations from the Government. But the delay in the college, to issue the orders of appointment of Deputy Controllers in the existing vacancies was the issue raised, for which sufficient justifications could not be furnished by the Principal. The GB also pointed out the lack of timely intervention and follow-up action from the College authorities to get the Government order for the appointment order of CE in time. In connection with this discussion, it was directed that all GB decisions which require the orders of the Principal for their implementation, action should be taken immediately after the approval of the GB minutes. If any clarification regarding any of the GB decisions is needed from the Government, the Principal/Member Secretary should bring the matter before the Government in writing and get the clarification from the Government. Otherwise, the Principal / Member Secretary has to comply with the GB decisions and take appropriate action to implement the same.

The meeting came to an end at 1.10 p.m.

**Dr. N. Ramakantan**

Chairman, Governing Body

Maharaja's (Government Autonomous) College,  
Ernakulam.

Ernakulam,  
05-06-2021.



**Minutes of the Governing Body Meeting of Maharaja's College (Autonomous), Ernakulam held in the Google Meet online platform on the 9<sup>th</sup> of July, 2021 at 11 a.m.**

**Agenda**

1. Approval of the minutes of the last Governing Body meeting held on 5th June 2021.
2. Review of the progress of implementation of the Governing Body decisions and discussion on the Action Taken Report.
3. Approval of the Academic Council recommendations to make change in the existing evaluation system for the year 2021 in view of the Covid 19 pandemic.
4. Review of the progress of the Infrastructure Development Activities in the College.
5. Scheduling important statutory meetings with Governing Body Chairman and members.
6. Constituting the statutory committees of the College and review their functioning.
7. Other items permitted by the Chairman.

**II. Present**

1. Dr. N. Ramakantan (Chairman)
2. Dr. Mathew George (Member Secretary/ Principal)
3. Sri. R. Vijayakumar, Addl. Secretary, Higher Education Department, GoK
4. Dr. Suresh Mathew (University Representative)
5. Dr. M.S. Murali, Member
6. Dr. T.V. Suja, Member
7. Dr. Jolly V. Antony., Member

**III. Deliberations and Decisions**

1. Approval of the minutes of the previous GB meeting held on 13th April 2021.

The minutes of the previous meeting is revised with the suggestions pointed out by Dr. M.S. Murali and it is finalized and approved.

2. Review of the progress of the implementation of the Governing Body meeting and discussion on the Action Taken Report.

The Principal made a brief verbal presentation on the actions taken report which did not cover all the decisions of the previous GB meetings. He reported that temporary staff appointment has been done after conducting an interview. IQAC meeting will be held on the following Tuesday, and that he is writing to the Government to get clarification regarding the exemption of GB members from exam related duties, a decision taken by the GB meeting in the month of February. No explanation was given about the serious lapse in furnishing the Development Plan Proposal 2021-22 before the GB, issuing orders of the formation of Finance, Examination and Development and Maintenance Sub committees, taking action regarding the award of grace marks for differently-abled students, allocation of office room for GB chairman, Convening a result assessment meeting of the poor performing departments as suggested by GB after results approval, timely receipt of the IQAC report after NAAC visit and submission in the GB meeting, Preparation and presentation of detailed Academic Calendar 2021-02 etc. after repeated reminders. All the GB members pointed out the delay in taking timely action in concurrence with the GB decisions as a shortfall that seriously affects the performance of the college. Every GB meeting should be supplemented with an Action

taken report of the previous meeting. GB members cautioned that this inordinate delay in implementing GB decisions should be reported to the government with all details of the lapse on the part of Dr. Mathew George, the Member Secretary/ Principal. The Chairman of the GB specifically directed and sent a mail to the Principal regarding this matter and suggested a template for preparing the detailed Action Taken Report of the GB decisions well in advance, but no such report was prepared and presented by him in the GB meeting. The meeting expressed strong discontent at the neglect on the part of Dr. Mathew George, Principal/ Member Secretary to implement the GB decisions.

### **3. Approval of the Academic Council recommendations to make change in the existing valuation system for the year 2021 in view of the Covid 19 pandemic**

The GB approved item number 2 of the minutes of the Academic Council which decides to opt for 20% external valuation of answer papers, in the place of 100%, which shall be valid only for the Covid Pandemic period. All the rules of the parent University regarding re-valuation shall be followed in this context.

### **4. Review of the progress of the Infrastructure Development Activities in the College.**

A separate review meeting with the technical consultants and project management team of all the construction work going on in the college will be convened by the GB. It is decided that the meeting with the KITCO and PWD shall be conducted on the 15<sup>th</sup> of July 2021 at 11 a.m. and 12 noon respectively, the notice and arrangements of which will have to be made by the member secretary.

### **5. Scheduling important statutory meetings with Governing Body Chairman and members.**

The Governing Body meeting decided to conduct an inception meeting with the IQAC and the Research Committee and to have a quick assessment of the functioning of these bodies. The representatives of Research Scholars have already given a representation to the Chairman of the GB regarding the exorbitant fees hike of research students of the college. Therefore, the GB meeting decided to convene the meeting of the IQAC, Research Committee and the Research Students on the 16<sup>th</sup> of July, 2021 at the College. The member Secretary should make necessary arrangements to inform the persons concerned and make all arrangements for the successful conduct of these meetings.

### **6. Constituting the statutory committees of the College and review their functioning.**

The Governing Body meeting held on 5<sup>th</sup> June had decided to constitute the Finance Committee with the Principal as chairman, Dr. M.S. Murali and Dr. T.V. Suja as GB representatives, and Dr.K.V.Jayamol, Vice Principal of the College as the teacher representative nominated by the Principal. The Governing Body meeting directed the Principal to include the Finance Officer of the MG University and to convene the meeting of the Finance Committee immediately to make a quick assessment of the fund position of the college and take initiatives for auditing of the different funds expended by the college during the year 2020-21.

It is also decided that the Students' Grievance Redressal Cell shall be reconstituted as stipulated in the new University Law (Amendment), and the proposal for the same shall be presented in the next GB meeting.



It is also decided to issue orders for the appointment of Dr. Martin Patric as the Chairman of the External Expert Committee of the IQAC and the other two expert members are to be nominated and their names to be presented in the next GB meeting.

#### **7. Other items permitted by the Chairman**

##### **7.1. The Letter from Cochin Smart Mission Limited regarding permission for placing drain inside the college boundary.**

It is decided to conduct a meeting with the authorities concerned on the 16<sup>th</sup> of July, 2021 at 2.30 p.m. in which a detailed analysis of the requirement and lay out of the design of the drain shall be done. Thereafter, a suitable decision shall be taken regarding this matter in the next GB meeting.

##### **7.2 The concerted action for repairing and maintenance of the damaged furniture dumped at places near the Arabic and Islamic History departments.**

It is reported that under the initiative of the PTA, carpentry work is at progress to repair the old and damaged furniture and to make use of the same for students and teachers.

##### **7.3 Allocation of rooms in the Academic Block.**

The Room Committee and the Building Committee shall jointly examine the request submitted by various departments for allocating rooms in the academic block, ensuring rational and realistic distribution criteria for allocation of rooms, after which decision will be taken in this regard.

##### **7.4 Fixing of Examination fees for the Integrated M.A. Course in Archaeology and Material Science.**

Since no specific university regulations are there in this regard, considering the fact that admission to this course is done at the degree level, the existing examination fees of other UG courses shall be made applicable for the time being.

The meeting came to an end at 1 p.m.

**Dr. N. Ramakantan**

Chairman, Governing Body

Maharaja's (Government Autonomous) College,  
Ernakulam.

Ernakulam,  
09-07-2021.

**Minutes of the Governing Body Meeting of Maharaja's College (Autonomous),  
Ernakulam held in the VIP Lounge of the College on the 9th of August, 2021 at  
10.30 a.m.**

**I. Agenda**

1. Approval of the previous Governing Body meeting on 9th July 2021.
2. Presentation of the Action Taken Report by the Principal
3. Constituting the IQAC as per the revised NAAC Guidelines 2020 and University Laws (Amendment) 2021
4. Setting up of IQAC Working Groups
5. Convening the meeting of the HoDs and key functionaries of the College Office to discuss the post-NAAC Peer Team Visit strategy for improving the academic quality of the college.
6. Request to the PTA for reducing the exorbitant increase of the fees of research students.
7. Preparation and submission of AQAR and NIRF Reports for the year 2020-21.
8. Setting up the Information Management System and Data Base of the college.
9. Publishing of a multi-disciplinary journal for the college.
10. Approval of the drainage project proposal submitted by the SMART COCHIN through the college campus.
11. Constituting the Board of Studies for the Integrated Archaeology course
12. Other items permitted by the Chair

**II. Present**

- Dr. N. Ramakantan (Chairman)  
Dr. K.V. Jayamol (Member Secretary/ Principal-in-Charge)  
Dr. M.S. Murali, Member  
Dr. T.V. Suja, Member  
Dr. Jolly V. Antony., Member

**III. Deliberations and Decisions**

1. Approval of the minutes of the previous GB meeting held on 9th July 2021.

The minutes of the previous meeting is revised with the suggestions pointed out by Dr. Suresh Mathew regarding the year of the Academic Calendar as 2021-22, and it is finalized and approved.



## **2. Presentation of the Action Taken Report by the Principal**

The Principal/ Member Secretary is just assumed office and she is not prepared for the presentation of the Action Taken Report. The Chairman of the GB has prepared a detailed account of the Action Taken Report of the last five GB meetings and it is presented in the meeting. The serious lapse in bringing into effect most of the decisions in the GB meeting was discussed and the GB meeting entrusted the Member Secretary to implement all the decisions of the previous GB meetings immediately without any fail.

## **3. Constituting the IQAC as per the revised NAAC Guidelines 2020 and University Laws (Amendment) 2021**

As per the Amendment in the University Laws regarding Autonomous Colleges and the NAAC Revised Guidelines 2020, the coordinator of the IQAC of the college shall be a senior faculty member/Associate Professor. The Principal contextually reported that the present IQAC Coordinator Sri. Santosh T.Varghese has submitted a request to the Principal and expressed his willingness to step down and be relieved of his duties as the IQAC coordinator. The GB has decided to reconstitute the IQAC with Dr.Jaya.S (Associate Professor, Dept. of Mathematics) as the co-ordinator and included the following persons as representatives of teachers of the college; Dr. Suresh V.N(Associate Professor, Dept. of Commerce), Dr. Stephen Sequeira (Associate Professor, Dept. of Botany), Dr.SreeshaSasi,(Associate Professor, Dept. of Chemistry), Dr. Anitha P.L(Assistant Professor, Dept. of Hindi), Dr. Suneesh K.S.(Assistant Professor, Dept. of Zoology), Dr. Jayasree Paul (Assistant Professor, Dept. of Economics), Dr. Deepthi T. Divakaran(Assistant Professor, Dept. of English), representatives of teachers, Deputy Director of Collegiate Education (Ernakulam Region) as a representative of the management, Administrative Assistant as a representative of office administration, Adv. M.Anilkumar, Mayor of Cochin Municipal Corporation as a representative of the local society, Sri. Jayachandran as a representative of the Alumni and Sri. Madhu, Deputy Managing Director (Cochin Shipyard), as a representative from the industry.

## **4. Setting up of IQAC Working Groups**

To make the IQAC more functional and vibrant, the GB meeting has initiated for setting up of seven working groups based on the seven criteria for NAAC assessment. Each working group shall be headed by an IQAC member and consisting of four teachers as members.

### **Curricular Aspects:**

Dr. Sreesha Sasi., Dr. K. Krishnakumar., Dr. Rekha Karim., Dr. Remadevi V., and Sri. Sudheesh.

### **Teaching-Learning and Evaluation:**

Dr. Suresh V.N., Dr. Sheeba M.S., Dr. Jaseela F., Sharmila P.S. and Georgekutty Cherian.

### **Research, Consultancy, and Extension:**

Dr. Suneesh K.S., Dr. Bindu Sharmila., Dr. Angel Mathew., Dr. Sunilkumar S. Menon, and Dr. Mathew T.M.

### **Infrastructure and Learning Resources:**

Dr. Stephen Sequeira., Dr. P.K. Sreekumar., Dr. Neena George., Mary Tessa and Binod Babu.

**Student Support and Progression:**

Dr. Deepthi T., Divakaran., Dr. Femina K.S., Aju T.G., Soumya and Dr. Ajmal P.A.

**Governance, Leadership, and Management:**

Dr. Anitha P.L., Dr. Surya Aravindakshan., Dr. Noushad P.M., Dr. Sindhu K.S., and Sreeraj.

**Innovations and Best Practices:**

Dr. Jayasree Paul, Dr. Vinodkumar Kallolickal, Sreeja R., Dr. Jumanath P.J., and Dr. Preethi B. Menon.

The meeting is also decided that the department council meeting of each department shall allocate the responsibility of teachers based on these seven-point criteria and issue a detailed office order accordingly.

**5. Convening the meeting of the HoDs and key functionaries of the College Office to discuss the post-NAAC Peer Team Visit strategy for improving the academic quality of the college.**

The Governing Body meeting is decided to schedule the meeting with the HoDs to discuss the future strategy to enhance quality improvements inculcating the recommendations in the NAAC Peer team report and also to have a scrutiny of the recently published UG and PG results. The GB shall also chart meeting with the Heads of Office Administration, Academic Council, Finance Committee, Library Committee, IQAC, and IQAC Working Groups shortly based on the convenience of the Chairman.

**6. Request to the PTA for reducing the exorbitant increase of the fees of research students.**

The Research Scholars Association represented the issues of exorbitant increase of PTA fees through a note issued by the Principal. Accordingly, the GB Chairman, available members of the GB in the college, and the Co-ordinator of the Research Committee conducted a meeting with the Research Scholars representatives and discussed this issue in detail. In the meeting with the representatives of Research Scholars on 16/07/2021, the scholars had pointed out the injustice in implementing an exorbitant hike in the PTA fees for research scholars. On examining the case, the GB Chairman and members comprehended the legitimacy of their complaint. In the light of this observation, the Governing Body suggested that the PTA executive shall have a relook into the exorbitant increase of the fees of research students and have a reasonable fixing of the fee structure and thus a permanent settlement of the issue.

**7. Preparation and submission of AQAR and NIRF Reports for the year 2020-21.**

This agenda shall be brought before the forthcoming GB meeting with IQAC.

**8. Setting up the Information Management System and Data Base of the college.**

The GB meeting has constituted a committee to set up a useful Information Management System and to create the DataBase of the college. Dr. Juliechandra C.S. will be the convenor of the committee and the members are Jismary Jose, Prasad K.A., Meera Sukumaran (Teachers Representatives), Russel (Office Staff), Sreejith (System Administrator), and Arun (Data Entry Operator).

**9. Publishing of a Multi-disciplinary Journal for the college.**

The Research Committee shall be entrusted with the responsibility of publishing a multi-disciplinary journal for the college.



#### **10. Approval of the drainage project proposal submitted by the SMART COCHIN through the college campus.**

The GB approved the drainage project proposal submitted by the SMART COCHIN as it shall be beneficial for the waterlogging issues of the campus. Moreover, it is ensured that the location of the drainage shall in no way cause a hindrance to the existing infrastructure of the college.

#### **11. Constituting the Board of Studies for the Integrated Archaeology course**

The Board of Studies of the Integrated Archaeology and Material Science shall be formed in consultation with the Academic Council of the College without any delay.

#### **12. Other matters permitted by the Chair**

##### **12.1 Result Approval**

The results of the Fourth Semester PG and Sixth Semester UG regular and supplementary Examinations June 2021 are approved. The GB recommended that explanation shall be sought from the Heads of the Departments which got less than 50% pass percentage in the UG and PG examinations. The UG Pass Board had decided to give 2 marks as moderation, due to which 3 students benefitted and passed in their program. The GB approves of the decision of the Pass Board.

**12.2 Orders of Examination Sub-committee and Finance sub-committee** as constituted in the former GB meeting should be issued immediately. The Development and Maintenance Committee is constituted with Dr. Suja T.V. as convenor and Reena Joseph, Dr. Sreejesh P.R., Dr. Saji R. Kurup, Nobel P.S., and Bhasura Valsan as members. The member secretary is directed to issue orders of the same.

##### **12.3 Representation of Students**

a. Removal of the parts of the fallen tree in front of the Commerce Block: The GB opined that the PTA shall take the initiative to remove the branches and trunk of the tree from the premises.

b. Grace marks for Differently –abled students:

The Examination Sub-committee constituted by the GB shall look into the matter and provide recommendations in this regard.

c. Reducing the application fee for admission for SC/ST students:

GB recommends that this decision shall be added to the PG prospectus and implemented in the case of PG admissions this year itself. Since the UG admission process is halfway, it cannot be incorporated in the UG admission this year but can be accommodated from next year onwards.

**12.4** The steps are taken regarding the furniture dumped in various places of the campus and also the old office furniture.

The GB enquired about the details of AS regarding office renovation, source of fund, approval of CDC whether competitive tenders were called for, and works were undertaken by competitive tender or by the accredited agencies of the Govt. of Kerala for executing public works. The GB meeting entrusted the Principal to examine whether accounts of old furniture inventory and the stock has been made whether any step for auction of the old furniture has been made etc., and directed the Principal to furnish all the details in the next meeting.

12.5 The request for remuneration of practical exam duty of guest lecturers of cost-sharing courses will be examined by the Finance Committee.

12.6 The report of the malpractice during the examination shall be examined by the Examination sub-committee.

12.7 The GB meeting is decided to rename the VIP room, where the GB meetings are convened into the Board Room of the College and this may be used only for conducting important statutory meetings of the college.

The meeting came to an end at 1 p.m.

Dr. N. Ramakantan

Chairman, Governing Body

Maharaja's (Government Autonomous) College,

Ernakulam.

Ernakulam,

9th of August, 2021.

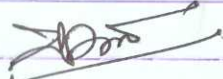
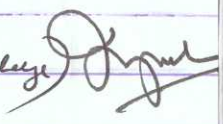

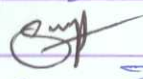



Minutes of the Governing Body Meeting of Maharaja's College (Autonomous), Ernakulam held in the Board room of the college on the 6<sup>th</sup> of November, 2021. at 10.30 a.m.

#### b. Agenda

1. Review of the fund allocation and financial situation of the college based on the Finance Committee meeting.
2. Approval of the Academic Calendar 2021-22 and examination schedules.
3. Starting of Starting of new courses and regularization of existing cost-sharing courses.
4. Constituting the Board of Studies of the Integrated Archaeology and Material Sciences integrated course and Geology.
5. Review the functioning of various statutory and non-statutory committees of the college.
6. Setting up of the Management Information System of the college and capacity building of the office staff.
7. Reviewing the progress of the actions taken in the previous G.B. Meetings.
8. Disposal of the old answer scripts dumped in the office of the Controller of Examinations.
9. Mid-term review of the progress of the implementation of Annual Plan 2021-22.
10. Constituting the Students Grievance Committee.
11. Review of the progress of long pending infrastructure development projects.
12. Giving office orders on constituting various sub-committees of the Governing Body.
13. Any other matter permitted by the chair.

Present

1. Dr. N. Ramakenthan (Chairman) 
2. Dr. K. V. Jayasul (Member Secretary / Principal in charge) 
3. Dr. Suresh Mathew
4. Dr. M. S. MURACI  Mm
5. Dr. Suga T. V. 
6. Dr. Jolly V. Anuking 



**Minutes of the Governing Body Meeting of Maharaja's College (Autonomous), Ernakulam held in the Board Room of the College on the 6<sup>th</sup> of November, 2021 at 10.30 a.m.**

**I. Agenda**

1. Approval of the previous Governing Body meeting on 9th August, 2021.
2. Review of the fund utilization and financial situation of the college based on the Finance Committee meeting.
3. Approval of the Academic Calendar 2021-22 and examination schedules.
4. Starting of new courses and regularization of existing cost-sharing courses.
5. Constituting the Board of Studies for the Integrated Archaeology and Material Sciences course and M.Sc. Geology.
6. Review the functioning of various statutory and non-statutory committees of the college.
7. Setting up of the Management Information System of the college and capacity building of the office staff.
8. Reviewing the progress of the actions taken on the previous GB Meetings.
9. Disposal of the old answer scripts dumped in the office of the Controller of Examinations.
10. Mid-term review of the progress of the implementation of Annual Plan 2021-22.
11. Constituting the Students Grievance Committee.
12. Review of the progress of long pending infrastructure development projects.
13. Issuing office orders on constituting various sub-committees of the Governing Body.
14. Any other items permitted by the Chair.

**II. Present**

1. Dr. N. Ramakantan (Chairman)
2. Dr. K.V. Jayamol (Member Secretary/ Principal-in-Charge)
3. Dr. Suresh Mathew (MG University Representative)
4. Dr. M.S. Murali, Member
5. Dr. T.V. Suja, Member
6. Dr. Jolly V. Antony., Member

**III. Deliberations and Decisions**

1. The GB discussed the incident in which nine trees were cut and sold from the college campus without following any legal provisions for selling of goods, obtaining sanction from the Social Forestry Department, approval of the Tree Committee chaired by the Hon. Mayor of Cochin Municipal Corporation and without following the tender procedures. The Principal had reported that this action had taken place without his knowledge, but the office superintendent had explained that this has happened with the permission of then officiating Principal (Dr. Mathew George). This matter resulted in student agitation, principal going on long leave and the Director, Collegiate Education ordered an enquiry by the Additional Director. The meeting resolved to inform DCE about GB's apprehension regarding the illegal cutting and disposal of trees from the college campus, and the subsequent issues. The meeting expressed concern about the loss of various furniture and such other properties of the

college and demanded a legal investigation in these matters resulting in adequate punishment to the persons involved in the case.

**1. Approval of the minutes of the previous GB meeting held on the 9<sup>th</sup> of August 2021.**

The minutes of the previous meeting is approved.

**2. Review of fund utilization and financial situation of the college based on the Finance Committee meeting.**

The Finance committee has entrusted with the task of examining matters concerned with the renovation of the college office, like e tender, administrative sanction from the CDC, technical sanction, work awarded and execution of the work including, electrification. The report of the same should be submitted before the next GB meeting. The Principal should write a letter to the District Collector to convene CDC meeting at the earliest. Priority should be given to address the grievances regarding student amenities both in the college and in the student hostels.

The GB has expressed serious concern in neglecting the needs and demands of students and to provide basic infrastructure facilities and amenities of students such as, availability of potable drinking water and sanitary facilities.

**3. Approval of the Academic Calendar 2021-22 and examination schedules**

The GB appreciated the efforts put in to prepare a consolidated Academic Calendar for the year 2021-22. A fine tuning of the same shall be done by incorporating more curricular and extra-curricular activities into it. GB also recommends that the academic calendar of 2022-23 shall be prepared well in advance to follow the calendar from the very beginning of the academic year itself.

**4. Starting of new courses and regularization of existing cost-sharing courses**

GB directed the Member Secretary to issue proceedings of the committee constituted for New Courses. It is reported that no direction has been received from the DCE about the submission of proposals for new courses. On enquiry it was made known that there is no chance in the sanctioning of any new course in this academic year. In the status of an autonomous college, the College shall place proposals for starting new courses, the procedures of which shall be taken up, discussed and recommended by the New Course committee under the convenorship of Dr.Jolly V. Antony. There should be some follow up in the application for regularising the two cost sharing courses submitted to the Government.

**5. Constituting the Board of Studies for the Integrated Archaeology and Material Sciences course and M.Sc. Geology**

GB expressed serious concern in the lapse of producing a detailed report on the status of constituting the Board of Studies and approval of the syllabus of the new course M. A. Integrated Archaeology and Material Science. The GB has entrusted the Member Secretary to issue direction to the course coordinator Dr.Vinodkumar Kallolickal to submit a detailed syllabus of the course concerned and the progress of conducting classes. A separate meeting



shall be convened at 10.a.m. on Monday (8<sup>th</sup> of November, 2021) by the GB with the faculty of this department in order to discuss and settle the issues. The documents submitted in connection with M. Sc. Geology course are examined and appreciated.

**6. Review the functioning of various statutory and non-statutory committees of the college.**

The concerted efforts of the IQAC in preparing and collecting data from various departments for the submission of AQAR 2019-20 and 2020-21 are reported.

**7. Setting up of the Management Information System of the college and capacity building of the office staff.**

Office orders are to be issued for the setting up of the related committee and good monitoring should be done to achieve quality management of the information system and the college office. Dr. Juliechandra C.S. will be the convenor of the committee and the members are Jismary Jose, Prasad K.A., Meera Sukumaran (faculty), Russel (Office Staff), Sreejith (System Administrator) and Arun (Data Entry Operator). The committee will have to identify an organization/ institution to extend support to the college for setting up of a Management Information System (MIS).

**8. Reviewing the progress of the actions taken on the previous GB Meetings.**

The member secretary is directed to implement all decisions of the previous GB meetings of which no action has been taken so far.

**9. Disposal of the old answer scripts dumped in the office of the Controller of Examinations.**

The member Secretary is endorsed with the duty to take steps to dispose old answer scripts dumped in the CE office as per the procedures followed in the parent university in this regard.

**10. Mid-term review of the progress of the implementation of Annual Plan 2021-22.**

From the Plan Fund proposal of 2021-22, fund allocation of Rs. 2.03.059 has been obtained only in the head 2202-03-103 76 Development of Libraries, Laboratories & Furniture for the purchase of laboratory chemicals for lab, so far which is distributed as follows: Physics- Rs. 26500, Chemistry- Rs. 80590, Botany- Rs. 75039 and Zoology Rs. 20930.

**11. Constituting the Students Grievance Committee.**

Students Grievance Committee is constituted as follows: Principal (Chairman), Dr. Poornima Narayanan (Vice President, PTA), Dr. A.K. Bindu (Teacher representative), Srri. A.M. Shinas (Teacher representative), Sri. Pradeepkumar (Teacher representative) and Students' College Union Chairman (Student representative)

## **12. Review of the progress of long pending infrastructure development projects.**

The member secretary/principal presented the report of the RUSA coordinator stating that an agreement has to be signed by KSEB and the PWD (Electrical Wing) and that within a span of one month electric connection will be made available to the Academic Block. The Library Advisory committee has conducted a meeting to discuss the proposal regarding the interior works of the New Library Block.

## **13. Issuing office orders on constituting various sub-committees of the Governing Body**

**Examination Sub committee:** Dr. Jolly V. Antony (Convenor) Dr. Anitha P.L., Dr.P.P. Remesh (Addl. Chief Superintendent), Sabu Mukundan (H A, C E Office)

**Finance Sub committee:** Dr. M.S. Murali (Convenor), Dr. Suresh V.N., Dr. Sunish K.S., Dr. A.K. Bindu, JS from Office.

**Development and Maintenance Committee:** Dr. Suja T.V. (convenor) Smt. Reena Joseph, Dr. Sreejesh P.R., Dr. Saji R. Kurup, and Smt. Bhasura Valsan.

**New Courses Committee:** Dr. Jolly V. Antony (convenor), Dr. Krishnakumar K (Secretary, Academic Council), Dr. Bindu Sharmila (Convenor, Research Committee)

**Governing committee for Common Instrumentation Facility Centre:** Principal (Chair person), Dr. Bindu Sharmila (Convenor), Dr. Stephen Sequeira, Dr. Sunish K.S. and Dr. Manoj R.

## **14. Any other matters**

### **14.1 Sanction for examination duty remuneration of guest faculty and non-teaching staff of the Cost sharing Courses.**

There is an existing order for issuing remuneration to the staff concerned in the cost sharing courses for examination duty during the vacation. In the wake of Covid 19, there has been a considerable delay in the conduct of examinations. Considering this situation, remuneration bills of non- vacation period- August and October shall be granted.

### **14.2 Approval of modified Exam calendar**

The GB decided that the Third Semester UG and PG re exam and Supplementary examination shall commence on the 3rd of December, 2021, after which only the fifth semester UG examination can be scheduled. The modified exam calendar 2021-22 should be drafted realistically and the revised exam calendar should be incorporated into the Academic Calendar.

### **14.3 Request from CE to make arrangements to alleviate the work load of CE**

The GB analysed the voluminous work undertaken by the CE Office and the faculty entrusted with the duties of Controller of Examination who have to perform them without any kind of relaxation from the work load of his duties as a faculty. The principal is directed to request H E to look into the matter and resolve the issue.



#### **14.4 Strengthening the security system of the CE office**

The Office of the controller of Examinations keeps in custody the answer scripts, question papers and mark lists of all students. The scrutiny, editing and printing of question papers, and the preparation and consolidation of mark lists are done in this office, all of which requires utmost secrecy and security. Hence it is imperative that this office requires a security staff to ensure the safety of these documents and procedures. In this circumstance, the GB directs the principal/ member secretary to place a request to DCE to resolve the matter.

#### **14.5 Result Approval of First Semester UG and PG regular and supplementary examinations.**

The results of First semester P.G. (2020 Admission) regular examination, First semester PG (2019 Admission) improvement/supplementary examination, First semester PG (2018 & 2017 Admissions) supplementary examination, First semester UG (2020 Admission) regular examination, First semester UG (2019 Admission) improvement/supplementary examination, First semester UG (2018, 2017, 2016 & 2015 Admissions) supplementary examination, Fourth semester UG (2019, 2018, 2017, 2016, 2015 Admission) regular, improvement, supplementary examination, Fifth and Sixth semester UG Say examinations (2018 Admission) are approved.

#### **14.6 Approval of Academic Council meeting minutes 06/10/2021**

The examination related matters passed in the Academic Council- Decision to follow the liberalized pattern of question paper in the fifth semester UG regular examination and the conduct of 20% of external evaluation are approved.

#### **14.7. The Enquiry Report on the Complaint of Students**

The Examination Sub -committee submitted the enquiry report in the case of students' allegation against Department of History regarding awarding marks. It is found out that serious errors have occurred from the part of two teachers and Chief Examiner in the valuation of P G answer scripts. The chief Superintendent of Examinations/ Principal is directed to issue a memo to the concerned faculty members asking explanation for their grave faults. The Principal shall also convene a meeting with the concerned Department and caution them about this and related issues.

#### **14.8. Re-admission of UG student (2019 admission) in second year UG programme.**

Mohamed Tarik P.Y. a student admitted to UG History programme in 2019, has given a request for readmission to the 2020 batch which follows a different syllabus. GB ratifies the readmission of the student to the second year, though the syllabus has changed subject to the approval of the parent university.

#### **14.9 Permission to write examination in the case of Nikhil Madhu who was undergoing enquiry for exam malpractice.**

The GB approves the recommendation of the enquiry commission on the examination malpractice of Nikhil Madhu. His third semester examination results will not be published and he will be debarred from appearing for the next semester examination. Now that his period is over, he may be allowed to appear for the forthcoming examinations.

The meeting came to an end at 1.30 p.m.

**Dr. N. Ramakantan**

Chairman, Governing Body  
Maharaja's College (Autonomous),  
Ernakulam.

Ernakulam,  
6<sup>th</sup> of November, 2021.

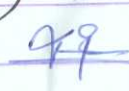

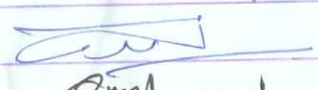
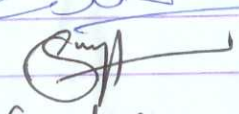


Minutes of the Governing Body Meeting  
 Mahalaxi's College (Autonomous), Emekulam  
 held in the Board room of the College  
 on the 18<sup>th</sup> of December, 2021 at 10.30 a.m

### Agenda

1. Approval of the minutes of the last G.B. meeting.
2. Action taken report of the last G.B. meetings.
3. Re-notification for Sanskrit (P.G.) Admission.
4. Approval of the Board of Studies and syllabus of the M.Sc. Geology and Integrated Archaeology Course.
5. Discipline of students.
6. Any other matter permitted by the chair.

### Present

1. Dr. N. Ramakrishnan (Chairman)
2. Dr. Mary Joseph (Secretary) 
3. Prof. Suresh Mathew 
4. Jolly V. Anand 
5. Dr. Saje IV. 
6. Dr. M-S. Murali (online participation)